

This Continuing Legal Education program offers an inside view of the Clerk's Office, Arbitration Department, and Family Court Services. Learn the essentials about processing cases through the Court. Discover time-saving tips. See how technology is well used. Your ideas for improving operations will be welcomed by the Clerk and the Court.

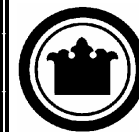
Michael Trickey
Presiding Judge

The Department of Judicial Administration always benefits from this CLE-accredited workshop. Many good ideas have come from the course, often leading to procedural changes that simply work better. Attorneys and legal staff alike get to interact directly with our staff. We hear directly from some of our most important customers. Many of our workshop graduates continue to let us know how we're doing. Such feedback keeps us focused on the quality of our services in support of the creators and users of the court record.

Barbara Miner
Superior Court Clerk

- ♦ Accredited by the Washington State Bar Association's Continuing Legal Education program—attorneys may earn up to ten (10) CLE credits
- ♦ Open to non-attorney legal staff on a space-available basis
- ♦ All instruction occurs in the King County Courthouse, 516 Third Avenue (at James Street), downtown Seattle
- ♦ Held on the 1st and 2nd Tuesdays of every other month (February, April, June, August, October, & December)
- ♦ A two-day course with five hours of instruction on each day, totaling 10 hours of participation
- ♦ Sessions are held between 9 a.m. and 3:00 or 3:30 p.m. (with 1-1½ hours of break time)
- ♦ Attorneys have priority for enrollment. To guarantee space in the course, one must pay the \$100 fee by the announced deadline, about two weeks before the CLE begins.
- ♦ Non-attorney legal staff who have been wait listed are enrolled after the deadline on a space-available basis.
- ♦ **Register in advance:** Send name, Bar Number (if attorney), and contact information (mailing address, telephone, email) to CLE Coordinator Roger Winters at roger.winters@metrokc.gov or (206) 296-7838.

"One of the most informative and useful CLEs I've attended in more than twenty years of law practice!" —Attorney Participant, 2005



**KING
COUNTY**



**Department of Judicial
Administration**

CLE

EXPERIENTIAL WORKSHOP AT THE KING COUNTY SUPERIOR COURT CLERK'S OFFICE

- A course for attorneys and legal staff held at the King County Courthouse in Seattle every other month (on the 1st and 2nd Tuesdays): **February 7+14, April 4+11, June 6+13, August 1+8, October 3+10, & December 5+12, 2006**
- Provided by subject matter experts from the Clerk's Office and the Superior Court
- Includes lectures, tours, demonstrations, practice tips, useful handouts, participant notebook, and course evaluation
- **Earn up to 10 WSBA-approved CLE credits**

Procedures & Processes,
Electronic Filing, Electronic
Case Records, Research, Court
Exhibits, Arbitration, Family
Court Services, and more

www.metrokc.gov/kcsccl/CLE

THE COURSE OF INSTRUCTION

1ST DAY

OVERVIEW & E-FILING DEMO

The Clerk's Office, its mission and organization. Detailed demonstration of Electronic Filing for Superior Court cases.

CASE & DOCUMENT PROCESSING

Case Processing, Auditing, and Electronic Document Processing, the heart of the Clerk's systems for managing cases, data, and documents. Review of how cases are filed and how documents are prepared for and made part of the electronic court record (ECR). Covers key procedures, rules, and practice tips affecting case initiation, ongoing case management, and use of data in the state SCOMIS system.

FINANCE & JUDGMENTS

Explains the Clerk's role in financial management, Registry of the Court, case initiation, filings, and payments. Key financial processes, including the Clerk's Trust Fund, disbursements, accounting, and cashing described. Practice tips cover key statutes, investment accounts, and procedures for civil judgments and garnishments. Explains commitment and release processes for criminal defendants and criminal judgments.



RECORDS SERVICES

How to access court records, including electronic case files. Helpful tips include techniques and sources for research in court case records and how to find the right forms. Access to recorded court proceedings, exhibits, archived and sealed records. Use of fee-based services (such as fax filing and processing agreed mailed orders through *Ex Parte*). Review of the Clerk's duties in helping people seeking domestic violence and anti-harassment protection orders.

2ND DAY

ARBITRATION DEPARTMENT

The manager of the court's Arbitration Department on how cases subject to arbitration are set, assigned for hearing, and tracked.

FAMILY COURT SERVICES

Overview of services that are provided, particularly in handling cases with contested custody/visitation. Review of processes for custody/visitation, mediation/investigation, domestic violence assessment, and independent adoption studies.

EX PARTE DEPARTMENT

Ex Parte procedures, with practice tips, forms, and insights on working effectively with staff and commissioners. A handbook provides useful information, examples, and suggestions.

COURT SERVICES

How Superior Court judges and administration obtain caseload information. Duties performed by the courtroom clerks. How to use the Clerk's Web site (www.metrokc.gov/kcsc) effectively. Procedures for designating Clerk's Papers for appeals. Viewing the Exhibit Room and how to access court exhibits.

CLERK'S INITIATIVES & EVALUATION

Description of Clerk's technology and program changes planned or in development. Participants share reactions, criticisms, and suggestions about any processes or services, orally or using the evaluation form provided. Comments and suggestions from this course are of great value to both the department and court leaders.

EXTRAS (NO CLE CREDIT)

OFFICE TOUR

A brief optional tour of the Clerk's Office in the downtown courthouse is given during lunch time on the first day of the workshop.

OTHER COURT LOCATIONS

Participants are welcome to arrange to see the Regional Justice Center or the Juvenile Clerk's Office. Scheduling is handled by the respective managers in those offices.

1/3/06

The workshop is held in the King County Courthouse in downtown Seattle. Tuition must be paid by check payable to "King County Clerk" and delivered to "CLE Coordinator, King County Department of Judicial Administration, 516 Third Avenue, MS:KCC-JA-0609, Seattle, WA 98104." Tuition cannot be refunded.